

LOSS CONTROL ADMINISTRATOR

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Loss Control Administrator performs difficult professional and difficult administrative work involved in the development, implementation, promotion and operation of occupational safety and safety training programs. In compliance with the Occupational Safety and Health Act (OSHA), Maryland Department of Occupational Safety and Health (MOSH), and related safety standards for all City departments, the employee in this class provides compliance, advisory and training services to City departments/agencies. Assignments involve the development, implementation and improvement of occupational safety programs and the identification, assessment and elimination/reduction of occupational safety problems. Work in this class requires proactive participation with individuals both within and outside the Department and City in the development, explanation, promotion, implementation, and assessment of safety programs; coordination of projects and issues related to the City's safety programs; and exchange of technical and compliance information. These contacts include using persuasion, coordination and explanation in obtaining desired actions. The work is made complex by the number and variety of technical occupational safety issues involved and the need to gain support and cooperation within the departments serviced. The work of this employee directly contributes to the quality of occupational safety and the elimination of adverse conditions which have the potential to result in workplace injuries. Work requires light physical demands usually under good working conditions; however, the employee visits various worksites to inspect facilities, machines, equipment and materials to evaluate potential hazards and make recommendations to reduce loss potential. The work is subject to federal and state regulations and City policies and goals related to occupational safety. The employee receives general managerial direction and is subject to general supervisory review at times by the Director of Human Resources.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team. Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Administer the City's safety and loss control program;
- Studies safety problems and analyzes jobs with a view to correcting and minimizing undesirable operational conditions and hazards to personnel and equipment and machinery.
- Surveys and inspects buildings, structures, operations, facilities, shops, machinery, and transportation equipment and personnel for the purpose of ensuring conformance to safety rules, standards and regulations, detecting hazards and undesirable operational conditions
- Discusses safety deficiencies and problems with agency personnel and works with them to develop and implement corrective action.
- Performs senior level safety duties exercising considerable initiative and latitude for independent judgment (i.e. ability to stop construction work or work projects presenting an immediate hazard, initiating employee disciplinary proceedings, etc);
- Perform duties including training, hazard evaluations, accident investigations, and industrial hygiene surveys and testing;
- Serves as technical safety resource for departments and divisions to assist and guide management in developing and implementing safe work practices and guidelines;
- Investigates claims of unsafe work practices or conditions and make recommendations for corrective action or recommend an expanded investigation, if necessary.
- Develops and coordinate safety training presentations for all departments;
- Conducts accident investigations, prepare reports and develop corrective actions;
- Trains and educates staff regarding safety, loss prevention and loss control measures.
- Prepares safety manuals and other related literature.

QUALIFICATIONS:

Required Training and Experience:

Bachelor's degree from an accredited college or university 2 years of progressively responsible experience in the field of occupational safety and/or risk management.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of the principles and methods used in developing, installing, and maintaining an occupational safety and health program.
- Broad and deep knowledge of Federal and Maryland occupational safety and health standards, Workers Compensation in Maryland, and related/supporting/implementing codes, programs, policies, priorities and procedures.
- Skill in detecting and assessing (measuring) unsafe conditions and practices and preparing (developing) and effecting corrective action plans.
- Skill in compiling and analyzing statistical data on safety matters.
- Skill in written communication to exchange work-related information.
- Skill in oral communication, across a wide range of personal contacts, to exchange work-related information.
- Skill in establishing and maintaining effective working relationships with agency managers and staff and working with employees of diverse backgrounds.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate clearly and effectively in a variety of mediums to various audiences.